DEPARTMENT OF THE ARMY
SEVENTH ARMY NONCOMMSSIONED OFFICER ACADEMY
UNIT 28125
APO AE 09114

AETT-NCOA-CO   27 February 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) on USAREUR Warrior Leader Course (WLC) Order of Merit List (OML) Management.

1. REFERENCE: Army Regulation 350-1, 13 January 2006; Army Regulation 600-8-19, 21 July 2006; Army in Europe Regulation 10-5, 7 December 2005; Warrior Leader Course, Course Management Plan (CMP) March 2006; Army in Europe Regulation, 350-17 NCO Education System, 4 May 2006.

2. PURPOSE: To revise OML priorities and to define responsibilities for implementing the policies concerning the USAREUR WLC Order of Merit List. These revisions will ensure the best qualified and eligible Soldier fills every available WLC slot.

3. APPLICABILITY: All USAREUR major subordinate commands and tenant commands. Units will forward requests for exception to the Commandant of the 7th Army NCO Academy (NCOA).

4. GENERAL: This MOI specifies procedure governing the suspense to establish and maintain the, USAREUR WLC OML and establishes procedures used by the 7th Army NCO Academy for the distribution of WLC slots.

5. OVERVIEW: All USAREUR and tenant command levels, from division and separate brigade level down to company level, are responsible for ensuring that their Soldiers' status is accurately reflected on the OML. Additionally, commanders must ensure that changes to a Soldier's status are submitted through the Army Training Requirements and Resource System (ATRRS) by the chain of command in a timely manner within 48 hours of the change.

6. EXECUTION: USAREUR and tenant commands must complete their input to the USAREUR WLC OML database 46 calendar days prior to the class report date. See enclosure #1 for Event Timeline.

     a. USAREUR and tenant command representatives will provide input to the WLC OML to build a, USAREUR-wide OML using established criteria as described by AR 350-1.

b. Input fields to the USAREUR WLC OML database include the following mandatory information:

(1) Name (Last, First, Middle Initial)
(2) Rank (SSG, SGTP SGT, SPCP, SPC)
(3) Social Security Number (000000000) No dashes
(4) Unit (Company /Battalion/USAREUR or tenant command)
(5) USAREUR or tenant command ATRRS Quota Source Code
(6) USAREUR or tenant command ATTRS Sub-Quota Source Code
(7) Gender (M/F)
(8) MOS (11B)
(9) Star MOS (Y/N)
(10)   Board Date (YYYYMMDD)
(11)   Points
(12)   Made Cutoff (Y/N)
(13)   Date Made Cutoff (YYYYMMDD) Required if 13 is Y
(14)   Physical Fitness Score within the last 6 months
(15)   Eligible to attend WLC (Y/N) See note below
(16)   Not Eligible Code (Required if 15 is N)
(17)   Available to attend WLC (Y/N)
(18)   Not Available Code (Required if 17 is N)
(19)   Deployed (Y/N)
(20)   Deployed to (Required if 19 is N)
(21)   Remarks
(22)   Soldiers AKO Email address
(23)   Status (Provide latest status or change)
(24)   Date validated or changed
(25)   Validated or changed by

c. NOTE: USAREUR units are responsible to enter all nongraduate SPC though SSG into the database regardless of their current eligibility and location. A recommendation for the Soldier not to attend WLC must be substantiated with proper documentation. Requests to remove a Soldier from the OML will be forwarded through the CSMs in the chain of command to the Commandant, 7th Army NCO Academy. See Enclosure #2.

7. Suspense for inputs to USAREUR WLC OML:

a. Commanders will complete verification of soldiers assigned to their prospective units using the USAREUR WLC OML database 46 calendar days before the class report date.

b. The 7th Army NCO Academy will determine their training resources for the WLC class 45 calendar days prior to class start and the NCO Academy will create a "by name list," which will be loaded into ATRRS.

AETT-NCOA-CO
SUBJECT: Memorandum of Instruction (MOI) on USAREUR Warrior Leader Course (WLC) Order of Merit List (OML) Management.

    c. Soldiers will be placed into ATRRS in the following priority:

       (1) **First Priority:** Staff Sergeants (SSG) and Sergeants (SGT) that are non WLC graduates and may or may not have a WLC waiver.

       (2) **Second Priority:** Specialists (SPC)/Corporals (CPL) promotable (P). These soldiers are prioritized in this category as follows:

          (a) SPC/CPL (P) that have met their cut-off score.

          (b) SPC/CPL (P) serving in an MOS identified as a "STAR MOS" by monthly PERSCOM Promotion Cut-Off Memorandums.

          (c) SPC/CPL (P) serving in an authorized NCO position based on the highest number of promotion points.

          (d)All other SPC/CPL (P) based on the highest number of promotion points.

       (3) **Third Priority:** SPC/CPL in leadership positions, and in order to fill all WLC seats, non-promotable SPC with demonstrated leadership potential may attend WLC only when all higher OML categories are exhausted.

       (4) **Fourth Priority:** PFC is authorized to fill units OML and attend WLC.

    d. Cancellations within 30 days of the start date, LTC/CSMs in the chain of command will forward a signed memorandum to the Commandant, 7th Army NCOA stating the reason for Soldier's cancellation of nonattendance. See Enclosure #2.

       (1) Cancellations between 45-31 days of the start date: Quota Source Manager will forward a signed memorandum to the Commandant, 7th Army NCO Academy, stating the reason for the cancellation or nonattendance. NCOA will cancel the Soldier's slot in ATRRS and then notify the respective USAREUR or tenant command of the next available Soldier on the OML to attend WLC.

       (2) Soldiers cancelled for any reason must be placed back on the OML by the Quota Source Manager.

    e. Failures to attend/No Shows: Soldiers who fail to attend for any of the reasons stated in AR 600-8-19 will be coded in the ATRRS and will not be able to attend WLC for 6 months.

AETT-NCOA-CO
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8. Point of contact is Chief of Training, 7th Army NCO Academy 475-8456.

                                        //Original Signed//
2 Encls   ERIK R.R. FREY
1. Event Timeline   CSM, USA
2. Sample Memorandum   Commandant

Enclosure #1

Event Timeline

Event	What	Who
As events occur: Update Unit OMLs	1. Add all Soldiers that have been selected for promotion and newly assigned. 2. Report any status changes of Soldiers already on the OML. 3. Forward any profiles or memos that need approval to 7th Army NCOA. 4. Ensure that all information being forwarded to the 7th Army NCOAd is accurate, complete and free of errors. 5. Ensure Solider and chain of command is informed of Soldiers status on the OML.	Unit Schools Sections
Update USAREUR WLC OML Database	1. Assist and provide information on USAREUR OML Database. 1. Receive, review and correct OMLs from subordinate units. 2. Compare unit OML lists to USAREUR OML Database and resolve differences. 3. Update respective USAREUR or tenant command OML. 4. Forward updated command OML database to 7th Army NCOA.	7th Army NCO Academy USAREUR and Tenant Command Schools Representatives
Event	**What**	**Who**
46 Calendar Days Prior to Class Date Deadline for OMLs to NCOA	1. Submit most recent updated command OMLs. 1. Collect all command OMLs. 2. Develops USAREUR OML (by-name prioritized list)	USAREUR and Tenant Command Schools Representatives NCOA

Event Timeline (continued)

Event	What	Who
45 Calendar Days Prior to Report Date NCOA Class Size	1. Reserve all primary seated Soldiers into ATRRS (WLC class).	NCOA

Event	What	Who
45-30 Calendar Days Prior to Report Date	1. Fax typed copy of P2 and P3 profiles to NCOA for signed approval.	Unit Schools NCOs

Event	What	Who
45-31 Calendar Days Prior to Report Date 30 or less Calendar Days Prior to Report Date	1. Any WLC class cancellations must be received by NCOA ATRRS Manager. 2. ATRRS cancellations can be signed by Schools NCOs 1. ATRRS cancellation must be signed by LTC or CSM.	USAREUR and Tenant Command Schools Representatives

Event	What	Who
Class Report Date In-Processing Class Graduation Out Processing		

Enclosure #2

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EXAMPLE SHEET
DEPARTMENT OF THE ARMY
SEVENTH ARMY NONCOMMISSIONED OFFICER ACADMEY
UNIT 28125
APO AE 09114

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AETT-NCOA-O (350)   DATE

MEMORANDUM FOR COMMANDANT, 7TH ARMY NCO ACADEMY

SUBJECT: DELETION OF SOLDIER FROM THE OML

1. Request the OML status of the following Soldier be changed for the following reason: Soldier has PCS'd or ETS'd and is no longer available to attend WLC.

2. The following information is provided:

>   (1)   Name (Last, First, Middle Initial)
>   (2)   Rank (SSG, SGTP SGT, SPCP, SPC)
>   (3)   Social Security Number (000000000) No dashes
>   (4)   Unit (Company /Battalion/USAREUR or tenant command)
>   (5)   USAREUR or tenant command ATRRS Quota Source Code
>   (6)   USAREUR or tenant command ATTRS Sub-Quota Source Code
>   (7)   Gender (M/F)
>   (8)   MOS (11B)
>   (9)   Star MOS (Y/N)
>   (10) Board Date (YYYYMMDD)
>   (11) Points
>   (12) Made Cutoff (Y/N)
>   (13) Date Made Cutoff (YYYYMMDD) Required if 13 is Y
>   (14) Physical Fitness Score within the last 6 months
>   (15) Eligible to attend WLC (Y/N) See note below
>   (16) Not Eligible Code (Required if 15 is N)
>   (17) Available to attend WLC (Y/N)
>   (18) Not Available Code (Required if 17 is N)
>   (19) Deployed (Y/N)
>   (20) Deployed to (Required if 19 is N)
>   (21) Remarks
>   (22) Soldiers AKO Email address
>   (23) Status (Provide latest status or change)
>   (24) Date validated or changed
>   (25) Validated or changed by

NAME
LTC or CSM or above
Commander, Unit

*Signature Block

* LTC or CSM or above less than 30 days from start
Quota Source Manager between 45-31 days from start